



# BURLEIGH COUNTY

## UNIFIED DEVELOPMENT APPLICATION

**Application submitted for (check all that apply):**

- |   |  |  |   |
|---|--|--|---|
| <input type="checkbox"/> Preliminary Plat | <input type="checkbox"/> Final Plat    | <input type="checkbox"/> Minor Plat Modification | <input type="checkbox"/> Plat Vacation      |
| <input type="checkbox"/> Road Vacation    | <input type="checkbox"/> Zoning Change | <input type="checkbox"/> Development Permit      | <input type="checkbox"/> Special Use Permit |

<b>PROPERTY INFORMATION:</b>			
Name of plat:			
Legal description of property (lot, block, addition):			
Street address of property:			
Existing Zoning:		Proposed zoning:	
Acreage:		Number of lots:	
Description of development proposal, including reason(s) for the request:			
<b>APPLICANT/DEVELOPER:</b>			
Name:		Mailing address:	
Daytime telephone number:	FAX number:	E-mail address:	
<b>PROPERTY OWNER (IF DIFFERENT THAN APPLICANT/DEVELOPER):</b>			
Name:		Mailing address:	
Daytime telephone number:	FAX number:	E-mail address:	
<b>CONTACT PERSON/AGENT:</b>			
Name/Firm:		Mailing address:	
Daytime telephone number:	FAX number:	E-mail address:	

**NOTE: APPLICATIONS ARE NOT COMPLETE UNTIL ALL REQUIRED SUBMITTALS HAVE BEEN RECEIVED**



The following checklist must be completed and submitted with the application form.

COUNTY SUBMISSION CHECKLIST			
Applying for:		Submitted	N/A
Preliminary Plat	Required pre-application meeting   Date:		
	Fee determined by lot number: 1 – 2 lots \$200, 3 – 10 lots \$300, 11 – 20 lots \$400, 21 or more lots \$900.		
	Preliminary plat checklist, completed by applicant		
	8 ½ " x 11" reduction of plat		
	6 prints of plat including items listed in preliminary plat checklist		
	Digital Copy of plat per County Digital Plat Submittal Requirements		
	Road master plan & adjacent owner's consent (if required)		
	For subdivisions proposed in areas not under the zoning jurisdiction of Burleigh County: Documentation of subdivisions compliance with the zoning regulations of the township		
	Written request for amendment to Fringe Area Road Master Plan		
Final Plat	Final plat fee \$250.00		
	Stormwater Management Plan Review Fee \$200.00 (includes permit if approved)		
	Final plat checklist, completed by applicant		
	8 ½ " X 11" reduction of plat		
	6 prints of plat including items listed on the final plat checklist		
	Digital Copy of plat per County Digital Plat Submittal Requirements		
	Attorney's opinion of ownership, including all easement owners		
Development Application Review Fee	Fee Determined by number of lots: 1 – 2 lots = \$25, 3 to 10 lots = \$ 100, 11 – 20 lots \$200. 21+ lots \$600.		
	Site plan , drawn to scale (no larger than 1" x 17")		
	Completed Development Application and all exhibits		
Development Permit & Field Review	Fee determined by number of lots: 1 – 2 lots = \$200.00 3 – 10 lots = \$400.00 11 – 20 lots = \$1,500 21+ lots = \$2,500		
	Review and approval of Development Application		
Minor Plat/Lot Modification	(Only applies to 3 lots or less) Fee \$200.00		
	Sketch of Survey, showing how the lot(s) are to be modified		
	Digital Copy of modifications per County Digital Plat Submittal Requirements		
	Legal description of lot (s), both existing & proposed modification with square footage/acreage		
Plat Vacation	Fee \$300.00		
	Map of property to be vacated		
	Digital Copy of modifications per County Digital Plat Submittal Requirements		
	Legal description of property to be vacated		

<b>Zoning Change</b>	<b>Fee \$500.00</b>		
	Description of zoning change by legal description if multiple districts involved		
<i>For PUD Only:</i>	➤ Architectural/Engineered Drawings		
	➤ One print of site plan, at 1" = 100' scale		
	➤ 8 ½" x 11" reduction of site plan		
	➤ Written statement		
<b>Special Use</b>	<b>Fee \$300.00</b>		
	Three prints of site plan at 1" = 20' or larger scale		
	8 ½" x 11" reduction of site plan		
	Photograph of building (for building movement only)		
	Adjacent property owner petition (required for moving of building, trap or skeet shooting range, vehicular racetrack, rodeo or rodeo event and solid waste disposal facility only)		